

## Employment Readiness Rubric

### Lola Sidwell Period 1

Employers have identified a set of soft skills desired in new employees. This skill set translates into successful student in the classroom as well as the workplace. This rubric is intended to evaluate your demonstration of these skills, identify opportunities for improvement, and get ready for your career!

Soft Skill	Exemplary 5	Acceptable 3	Not Yet 1
<b>Time Management</b> punctual attendance; turns in work on time	Always on time for class, and assignments are always submitted on time. Student demonstrates high levels of responsibility.	Rarely late or absent for class and communicates promptly when late/absent; and/or has had a few late or missing assignments.	Needs to work on being on-time for class or needs more consistent attendance. Has had three or more missed or late assignments.
<b>Professionalism</b> behavior, attitude, personal presentation	Always demonstrates positive attitude, self-control, good personal presentation, and traits of life-long learning. Exudes professionalism.	Consistently positive, embraces life-long learning, and demonstrates appropriate personal presentation. Acts professionally.	Needs to work on demonstrating positivity and openness to ideas. Improvement needed to present oneself professionally.
<b>Communication</b> listening; oral & written; creator vs. victim language	Always uses clear, organized language, effectively exchanges ideas and information, and uses creator language. Handles disagreements respectfully and with poise.	Consistently uses clear/organized language for exchanging ideas and information. Consistent use of Creator language. Manages disagreements calmly.	Communication and listening skills need improvement. Thoughts and information are unclear. Creator language is used infrequently. Working on strategies for disagreements.
<b>Quality of Work</b> class academic performance	Always gives best effort. High quality work is delivered consistently.	Usually gives good efforts and quality work is delivered.	More effort is needed to produce quality, professional work.
<b>Participation/ Teamwork</b> working with others, class discussion, Interdependence	Student is self-confident and demonstrates self-awareness. Always accepts responsibility for own choices and makes decisions considering others.	Consistently contributes to team efforts and accepts responsibility for own actions. Could expand leadership traits by investing deeply in the team.	Some disconnect occurs between student and peers. More effort to communicate and collaborate with help with overall success.
<b>Effort</b> Exhibits strong work ethic; preparedness	Student consistently comes to class prepared, maximizes class time available, and always works hard to accomplish daily goals/lessons/labs.	Student comes to class prepared and mostly uses time available to be productive. Frequently works hard to accomplish daily goals/lessons/labs.	Comes to class unprepared often and is behind as a result. Could use time in class more effectively or needs to put forth more effort to accomplish daily goals.
<b>Critical Thinking</b> Strong problem-solving skills and adaptation to change	Student always thinks through problems, selects strategy, and finds way to solve problems. Demonstrates a growth mindset and willingness	Student consistently engages in active problem solving. More time strategizing or analyzing issues would help develop strong	Student is reluctant to engage in complex problem solving and critical thinking. Deeper thinking, analysis, and strategy is needed. Growth mindset

	to learn from problems or mistakes.	critical thinking skills. Growth mindset is developing.	needs to be adopted.
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*Adapted from Alabama Community College System*

1. Which skills have you mastered? Support your answer with examples.

I think that I have mastered professionalism, quality of work, and effort. I

think of myself as someone who demonstrates self-control and is active in

classroom discussion, otherwise known as professionalism. I also think that I

present quality work and always put effort into my work.

2. Which skills can you work on to improve?

I can improve primarily on my time management and my communication. I

want to make sure I am maximizing the time I have and wish I were more on

time to class. I also want to make sure I am clear when communicating with

others.

3. From questions 2 how can you work to improve these skills? Support your answers with a plan and examples.

I can work to improve these skills by setting aside more time to finish assignments and talking to my caregivers about my attendance and things that need to be

fixed. I can improve my communication by expanding on my ideas and giving more detail.